

## Five Easy Steps to Completing Your Education Application

**Step 1:** Fill out an education application in MERIT:

- Log into your MERIT account.
- Under the My Education tab, select *Enter my education and qualify for an award*, then fill out the education application.
- Follow steps 2–5 below to submit your supporting documents.

**Step 2:** Copy your transcripts. **(We now accept copies of official transcripts—you keep the originals.)**

- Have all college or university transcripts mailed to you at your home.
- Copy the **front and back** sides of the transcripts.
- If you earned your degree outside of the United States, you will need to submit a letter or statement of equivalency for your education to be verified.  
For more information about processing degrees, diplomas, and education earned outside of the United States, including how to find organizations that provide degree evaluation and translation services, [click here](#).

**Step 3:** Copy your certificates and high school diploma.

**Step 4:** Write your STARS ID on the top of the copied official transcript(s) and certificates or diplomas and also on the outside of the envelope (next to your name).

**Step 5:** Place the copies of your transcripts and certificates into one envelope and mail it to:

Centralia College CFS  
Attn: MERIT  
600 Centralia College Blvd.  
Centralia, WA 98531-4035

### What does *status* mean?

You can check the progress of your education application and supporting documents in MERIT: Simply click on the My Education tab and look at the **Verification Status** column. This is what each status means:

**Not Submitted:** You have started an application in MERIT, but you have not submitted it.

**Awaiting Documents:** Your education application is not yet complete. Please submit supporting documents (official transcripts, copy of your high school diploma, etc.).

**Partial Documentation Received:** We have received some, but not all, of your certificates or transcripts for the education you entered in your MERIT application.

**Application under Review:** Your education application is complete and will be processed.

**Approved:** Your education application has been processed and approved.

**Denied:** Your education application was not approved. You will receive an email explaining why your education application was denied.

**Withdrawn:** Your education application was withdrawn, because we didn't receive your documents within 90 days of submission.

For more information, please contact:

MERIT Support Services

[merit@del.wa.gov](mailto:merit@del.wa.gov)

1-866-482-4325